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Report for Week Ending 17 July 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

- (1) Completed 24 actions requiring the printing of 249,500 copies or sets of blank forms. This represents an increase of 7 actions involving 118,370 copies compared to last week.
- (2) Four new and seven revised forms were approved. Four forms were made obsolete and one form redesignated.
- (3) Completed the draft of new Form No. 1265, "Project Production List". This form was submitted to this office by FI/ [] as an 8"x 10 $\frac{1}{2}$ " size. Redesign resulted in a very acceptable form being developed on 5 $\frac{1}{4}$ " x 8" (half sheet) size. Paper savings 50 per cent.
- (4) Draft submitted for the revision of Form No. 104, "Request for Staff Cryptographic Training" called for a two sheet form because of added information. By redesign this has been developed into a single sheet (2 page) form thus saving half the paper.

b. Intangible

- (1) Recommended, as a result of evaluation, the disapproval of Suggestion No. 2792 involving certain changes to Form No. 615, "Document Receipt". This disapproval of this suggestion was made on the basis of certain objections raised by OCR and because the benefits did not seem to justify the costs involved in making the changes.
- (2) Completed the revised draft of Form No. 2, "Form Record and Index Control". This will provide for the insertion of certain information on the front of the card that is presently being posted on the back. This revision will also provide specific places on the front of the form to insert certain information which will be gathered from the various offices on the recently revised, but as yet unprinted Form 30, "Request for Approval of Form". The revision of each of these forms complements the other and their general improvement should result in better and faster service to the individual customer and improve the service which this Branch renders to the whole Agency.

2. Assignment

a. Active

- (1) Three Employee Suggestions are pending.
- (2) 14 new and four revised forms are pending.



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from
PROJECTS STAFF

1. Contributions

25X1 a. Evaluated Employee Suggestion 3175 pertaining to chain link envelopes. Recommended disapproval on the basis that suggester did not cite a specific application. []

25X1 b. Cancelled a request for a 17 slide visible safe on the basis of acceptance of our reconsideration by ORR requester. Savings, \$440 []

25X1 25X1 c. Completed the report on the [] filing equipment and work flow project, and with [] formerly presented recommendations to the Chief, [] Recommendations covered covert personnel folders and related card files, floor space utilization, filing equipment, work flow, and office furniture. All recommendations were completely accepted. The Chief, [] does not anticipate any difficulty in selling the recommendations to his superior. [] 25X1

2. Assignments Active

25X1 a. Casualty Affairs Branch Filing System - Presented proposed classification plan to CAB personnel. Plan was accepted. Interim Assignment Branch is preparing guides and folders. Project is 60% complete. []

b. Equipment Review - Reviewed two requisitions from ORR. Approved one for a 4dr legal non-safe cabinet; recommended disapproval of request for visible file (See para 1b above) Two requisitions for specialty folders for Finance Division are still being considered. [] 25X1

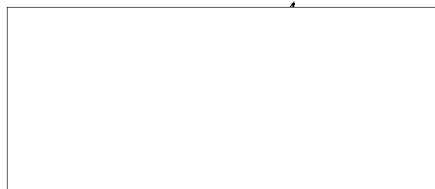
c. Pamphlet "So You Have a Space Problem" - Obtained concurrence from offices of primary concern in Logistics and Medical to use photographs of their operations. Arranged for photographic and art work to put finishing touches on the pamphlet. [] 25X1

d. BR Shelf File - Remington Rand Inc. indicated delivery of shelving and other component parts will not be made prior to 1 August. [] 25X1

e. VM Repository Study - Fact finding and preparation of staff paper is continuing. Met with ARO's from the Offices of Personnel and Training to discuss progress made in preparing revised VM Deposit Schedules. [] 25X1

3. Major Projects Inactive

Nothing significant to report of the shelf file projects in Industrial Register, Logistics, and Security.



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RECORDS DISPOSITION BRANCH

1. Assignments: (Active)

a. Project 6-90 - Commercial Staff

25X1

The administrative officer was contacted and promised action on the schedule draft within the week. Project is 60% complete.

b. Project 6-95 - Office of Personnel

25X1

Completed development of the Agency Subject-Numeric filing system in the Casualty Affairs Branch. Preparation of new folders, labels, and guides begun by OP/IAB pool personnel.

Review of the records control schedule is continuing and is approximately 25% complete.

c. Project 6-97 - Suggestions Award Staff

25X1

A report of findings was delivered to the Staff and we are now awaiting comments. If none are forth coming, project will be completed.

P. Four requisitions for supplies and equipment were reviewed. One requisition from ORR for a 4-drawer cabinet appears justified. It will enable one section to release a legal size safe by substituting the cabinet requested. Another requisition from ORR for a 17 drawer Kardex and a 4 drawer safe was discussed with the ARO and the requesting office. The administrative officer is reconsidering the request for the Kardex.

Two requisitions from the Office of the Comptroller were returned to the ARO for reconsideration and proper authorization. The requests are for special type folders. The ARO's attention is being called to a type of folder that is available thru the supply officer.

2. Assignments: (Inactive)

a. Project 6-81 - Office of Logistics

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25X1 b. Project 6-101 - RI/DDP

3. News

25X1 a. have completed the four weeks course conducted by American University on the Preservation and Administration of Archives.

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